



United States  
Department of  
Agriculture

Soil  
Conservation  
Service

P.O. Box 2890  
Washington, D.C.  
20013

February 27, 1985

NATIONAL INSTRUCTION 390-308

SUBJECT: PDM - RESOURCE CONSERVATION AND DEVELOPMENT (RC&D) PROGRAM,  
RC&D MEASURE DATA BASE

Purpose. To transmit instructions for completing the enclosed worksheets preparatory to submitting data to the RC&D measure data base maintained by the National Headquarters.

Effective Date. This instruction is effective when received.

Background. A reporting system is being developed to replace forms SCS-PDM-002, Measure Completion Report; SCS-PDM-003, Summary of Measure Progress; and SCS-PDM-004, Annual Summary of Accomplishments and Highlights (formerly forms SCS-RC&D-2, SCS-RC&D-3, and SCS-RC&D-4). Data collected on the worksheets will be used for the RC&D program evaluation and to provide information for overall RC&D program and budget management.

States should duplicate sufficient copies of the enclosed worksheet for each authorized RC&D area.

For assistance or clarification, contact the RC&D staff, Basin and Area Planning Division, on FTS 447-7697 or 202-447-7697.

Forms Canceled. Forms SCS-PDM-002, SCS-PDM-003, and SCS-PDM-004 are canceled. Please notify field offices to discard existing stock.

J. C. HYTRY  
Associate Deputy Chief  
for Programs

Enclosures

DIST: N, S, T



The Soil Conservation Service  
is an agency of the  
Department of Agriculture

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NATIONAL INSTRUCTION 390-308

SUBJECT: PDM - RESOURCE CONSERVATION AND DEVELOPMENT PROGRAM,  
RC&D MEASURE DATA BASE

380.01(d)

§308.00 Introduction.

This instruction provides worksheets and directions for gathering and transmitting data to the RC&D measure data base. Data collected on the worksheets will be used for the RC&D program evaluation and to provide information for overall RC&D program and budget management. Much of the data called for on the RC&D measure worksheets will be deleted after the program evaluation is complete. The data base will be modified in 1987 to request only that information necessary for program and budget management.

§308.01 RC&D Measure Worksheets - RC&D Measure Data Base.

RC&D measure worksheets are divided into four parts. Each part has a specific purpose and time frame for completion. Complete the four parts as follows:

(a) Part I must be completed when a measure is adopted. It gives the basic description of the measure. Complete this part for all measures.

(b) Part II is to be completed when a financially assisted measure is signed. This begins the actual budget planning process for the measure. This part is not used for associated measures.

(c) After the measure is signed, Part III must be completed by May 1 and November 1 until the measure is accomplished. This part provides budget data for both state and National Office use. Complete Part III for RC&D financially assisted measures only.

(d) Part IV is the measure completion or cancellation report. It is designed to capture some of the more tangible inputs and outputs of the program. Complete Part IV for all measures.

§308.02 Responsibilities.

In the past, RC&D coordinators have been assigned most of the responsibility for reporting measure progress. Additional information required for the evaluation and budget management will make it necessary for other staff persons to assist the coordinator. States are to develop their own procedures to secure the necessary data. Hard copies shall be completed and retained until the information can be entered into the RC&D measure data base via the Harris or another compatible system. A software package is being developed by an outside contractor and is scheduled for operation in the spring of 1985. The period selected for evaluation includes fiscal years 1984, 1985, and 1986. Therefore, complete the worksheets for all measures adopted, canceled, ongoing, and completed in these years. Complete worksheets even if measures adopted, cancelled, completed, and ongoing have already been reported for fiscal years 1984 and 1985.

Part I      Complete when measure is adopted (all measures).

State  
ST

RC&D Area  
AREA

County  
CITY

Measure Number  
NM

Measure Name  
13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37

Reporting Code  
CODE

Date Adopted  
ADPT

2

State's 2-letter Federal Interchange Processing Standard  
(FIPS) alpha code. Example: Colorado - CO

3 4 5 6

RC&D area's 6,000 series number.

7 8 9

Three-digit county FIPS code. Enter 999 if more than one county is involved.

10 11 12

Measure number obtained from the state's current and consecutive numbering system.

Locally identified RC&D measure name or title. Abbreviate financially assisted measure purpose as follows: FP, IR, TR, CAT, RC, FW, WQ.

38 39 40

The 800 reporting code for the specific measure purpose as described in the National Reporting Codes Handbook (NRCH).

41 42 43 44

Month and year the measure is adopted by the RC&D council; i.e., 1184.

Compu+er line 1

## RC&amp;D MEASURE DATA BASE WORKSHEET

State	Area	County	Number
[ ]	[ ]	[ ]	[ ]
S T	A R E A	C T Y	N U M

Part II Complete when measure plan is signed (financially assisted measures, only).

Reporting Code  
CODE  
38 39 40  
[ ]

The 800 reporting code for the specific measure purpose as described in the National Reporting Codes Handbook (NRCH).

Date Planned (signed)  
SIGN  
45 46 47 48  
[ ]

Month and year the measure plan is signed by the state conservationist;  
i.e., 1184.

RC&D Financial Assistance  
FA PL  
49 50 51 52  
[ ]

RC&D program financial assistance estimate from the measure plan, in  
thousands of dollars.

53 54 55 56  
[ ]

RC&D program technical assistance estimated from measure plan, in  
thousands of dollars.

RC&D MEASURE DATA BASE WORKSHEET

State	Area	County	Number
████████	████████	████████	████████
S T	A R E A	C T Y	N U M

Part III Complete by May 1 and November 1 following signing of financially assisted measure plan.

RC&D Financial Assistance FA PL	49 50 51 52 ████████	RC&D program financial assistance (FA) estimate, if changed from last entry, in thousands of dollars.
RC&D Technical Assistance TA PL	53 54 55 56 ████████	RC&D program technical assistance planned, if changed from last entry, in thousands of dollars.
RC&D Funds Obligated To Date OBIG	57 58 59 60 ████████	Total RC&D program FA obligated to date on this measure in thousands of dollars.
Date Project Agreement Signed SGN A	61 62 63 64 ████████	Month and year project agreement is signed.

Computer line 1

## RC&amp;D MEASURE DATA BASE WORKSHEET

308-6

State  Area  County  Number   
 S T A R E A C T Y N U M

Part IV Measure completion report (all measures when completed or cancelled).

Reporting Code  
CODE

The 800 reporting code for the specific measure purpose as described in the National Reporting Codes Handbook (NRCH).

Date Measure Cancelled  
QNL

Month and year the measure is cancelled by the RC&D council, i.e., 1184.

Date Implementation Completed  
COMP

Month and year the measure is completed; i.e., 1184.

RC&D Financial Assistance  
A FA

Actual amount of RC&D program financial assistance (FA) used in completing the measure, in thousands of dollars.

RC&D Technical Assistance  
E TA

Estimated amount of RC&D program technical assistance (TA) used in completing the measure, in thousands of dollars.

Other Federal Program Funds (code)  
OFF C

Federal FA other than RC&D. The applicable 5-digit agency/program code from the Catalog of Federal Domestic Assistance. Applicable to financially assisted and associated measures.

Other Federal Program Funds (amount)  
OFF A

Actual amount of federal program funds from sources other than RC&D. Applicable to financially assisted and associated measures, in thousands of dollars.

Other Federal Program Funds (code)  
OFF C

Federal FA other than RC&D. The applicable 5-digit agency/program code from the Catalog of Federal Domestic Assistance. Applicable to financially assisted and associated measures.

Other Federal Program Funds (amount)  
OFF A

Actual amount of federal program funds from sources other than RC&D. Applicable to financially assisted and associated measures, in thousands of dollars.

Computer line 1

Computer line 2

Nonfederal Financial Assistance NFFA	33 34 35 36 37 [ ] [ ] [ ] [ ] [ ]	Amount of nonfederal financial assistance from all sources, including state and local units of government, foundations, and local sponsors, in thousands of dollars.
SCS State Office Technical Assistance SO TA	33 39 40 [ ] [ ] [ ] [ ]	Total estimated number of days of TA for all phases of measure planning and installation provided by SCS state offices from RC&D program funds.
RC&D Staff Technical Assistance STF TA	41 42 43 [ ] [ ] [ ] [ ]	Total estimated number of days of TA for all phases of measure planning and installation provided by RC&D staff (coordinator and secretary) from RC&D program funds.
Other SCS Area Office Technical Assistance AO TA	44 45 46 [ ] [ ] [ ] [ ]	Total estimated number of days of TA for all phases of measure planning and installation provided by SCS area offices from RC&D program funds.
SCS Field Office Technical Assistance FO TA	47 48 49 [ ] [ ] [ ] [ ]	Total estimated number of days of TA for all phases of measure planning and installation provided by SCS field offices from RC&D program funds.
Other USDA Technical Assistance (code) DA TC	50 51 52 53 54 [ ] [ ] [ ] [ ] [ ]	The applicable 5-digit agency/program code from the Catalog of Federal Domestic Assistance, providing for TA from RC&D program funds.
Other USDA Technical Assistance (amount) DA TA	55 56 57 [ ] [ ] [ ] [ ]	Total estimated number of days of TA for all phases of measure planning and installation provided by USDA agencies other than SCS from RC&D program funds.
Other USDA Technical Assistance (code) DA TC	58 59 60 61 62 [ ] [ ] [ ] [ ] [ ]	The applicable 5-digit agency/program code from the Catalog of Federal Domestic Assistance, providing for TA from RC&D program funds.
Other USDA Technical Assistance (amount) DA TA	63 64 65 [ ] [ ] [ ] [ ]	Total estimated number of days of TA for all phases of measure planning and installation provided by USDA agencies other than SCS from RC&D program funds.

Computer line 2

Part IV (continued)

308-8

Other Federal Technical Assistance (code)  
OF TC

66 67 68 69 70  
[ ] [ ] [ ] [ ] [ ]

Other Federal Technical Assistance (amount)  
OFTA

71 72 73  
[ ] [ ] [ ]

Nonfederal Technical Assistance (amount)  
NFTA

74 75 76  
[ ] [ ] [ ]

Technical Assistance Volunteered or Donated  
VOL

77 78 79  
[ ] [ ] [ ]

Sponsorship of the Measure (code)  
MES C

13 14 15 16 17  
[ ] [ ] [ ] [ ] [ ]

Computer line 2

Computer line 3

The applicable 5-digit agency/program code from the Catalog of Federal Domestic Assistance, providing for TA from federal programs other than R&D.

Total estimated number of days of TA for all phases of measure planning and installation provided by federal programs other than R&D.

Total estimated number of nonfederal days of TA provided by state and local government funds for all phases of measure planning and installation.

Total estimated number of days of direct TA volunteered or donated for all phases of measure planning and installation.

Enter up to five measure sponsors in sequence in the five positions provided from the following list of codes:

1. Soil and water conservation district
2. Other county government
3. Town, village, city government
4. Areawide planning agency
5. Other state government
6. Nonprofit organization
7. Private interest group/individual
8. Indian tribal body
9. Other

Part IV (continued)

Employment Created (TFT) TFT	18 19 20 21 [ ] [ ] [ ] [ ]	Temporary-full time employment created (new jobs) by the measure, in number of jobs.
Employment Created (PTP) PTP	22 23 24 25 [ ] [ ] [ ] [ ]	Temporary-part time employment created (new jobs) by the measure, in number of jobs.
Employment Created (PFT) PFT	26 27 28 29 [ ] [ ] [ ] [ ]	Permanent-full time employment created (new jobs) by the measure, in number of jobs.
Employment Created (PPT) PPT	30 31 32 33 [ ] [ ] [ ] [ ]	Permanent-part time employment created (new jobs) by the measure, in number of jobs.
Employment Retained (PFR) PFR	34 35 36 37 [ ] [ ] [ ] [ ]	Permanent-full time employment retained by the measure, in number of jobs. "Old" jobs that would have been eliminated, but the measure implemented retained their full-time employment.
Measure Life LIFE	38 39 [ ] [ ]	Expected life or replacement time of the measure in years. Applicable to all measures involving construction activities. Not applicable to service-oriented measures.
Flood Damages (w/o) FD W	13 14 15 16 17 [ ] [ ] [ ] [ ]	Average annual flood damages before the measure was installed, in dollars.
Flood Damages (w) FD W	18 19 20 21 22 [ ] [ ] [ ] [ ]	Average annual flood damages after the measure was installed, in dollars.
Erosion (w/o) ER WOT	13 24 25 26 27 [ ] [ ] [ ] [ ]	Average annual soil erosion before the measure was installed, in tons per year.
Erosion (w) ER WT	28 29 30 31 32 [ ] [ ] [ ] [ ]	Average annual soil erosion after the measure was installed, in tons per year.

Computer line 3

Computer line 4

Part IV (continued)

Erosion Damages (v/o)  
ER WO

33 34 35 36 37  
[ ] [ ] [ ] [ ] [ ]

Average annual amount of erosion damage before the measure was installed, in dollars.

Erosion Damages (v)  
ER W

38 39 40 41 42  
[ ] [ ] [ ] [ ] [ ]

Average annual amount of erosion damage after the measure was installed, in dollars.

Sedimentation (v/o)  
SD WOT

43 44 45 46 47  
[ ] [ ] [ ] [ ] [ ]

Average annual amount of sediment delivered before the measure was installed, in tons per year.

Sedimentation (v)  
SD WT

48 49 50 51 52  
[ ] [ ] [ ] [ ] [ ]

Average annual amount of sediment delivered after the measure was installed, in tons per year.

Sediment Damages (v/  
SD WO

53 54 55 56 57  
[ ] [ ] [ ] [ ] [ ]

Average annual amount of sediment damage before the measure was installed, in dollars.

Sediment Damages (v/  
SD W

58 59 60 61 62  
[ ] [ ] [ ] [ ] [ ]

Average annual amount of sediment damage after the measure was installed, in dollars.

Water Conservation  
H2O C

63 64 65 66  
[ ] [ ] [ ] [ ]

Irrigated land benefiting from the measure, in acres.

Part IV (continued)

Sponsor Objectives  
OBJ

Social  
SOC  
Economic  
ECO  
Environmental  
ENV  
Other  
OTR

67  68  69  70

TOTAL

Measures are adopted to fulfill one or more sponsor objectives. Select the percentage code that quantifies sponsor objectives. Total must be 100 percent.

1. 10 percent
2. 20 percent
3. 30 percent
4. 40 percent
5. 50 percent
6. 60 percent
7. 70 percent
8. 80 percent
9. 90 percent
0. 100 percent

Select the percentage code that quantifies the group benefitted. Total must be 100 percent.

1. 10 percent
2. 20 percent
3. 30 percent
4. 40 percent
5. 50 percent
6. 60 percent
7. 70 percent
8. 80 percent
9. 90 percent
0. 100 percent

Group Benefitted  
PB

Limited-resource farmers  
LRF  
Youth  
YOU  
Elderly  
ELD  
Others  
OHR

71  72  73  74

TOTAL

Computer line 4